

**PARSONS ENGINEERING SCIENCE, INC.**  
1700 Broadway, Suite 900 Denver, Colorado 80290  
phone: (303) 831-8100 • telecopy (303) 831-8208

(I:\PROJECTS\722446\CORRESP\02249502.WPF\03/03/95)



Meeting Minutes  
March 3, 1995  
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Andy Ledford requested that the February Earned Value Report be prepared to move the overruns in the Part tasks from the Project Management task (WBS 1.6) back to the part tasks (WBS 1.1-1.4), and show a revised estimate to complete. Andy Ledford stated that Parsons ES could not move funding from one WBS element to another without the approval from EG&G.

Erica Atchinson requested that Parsons ES make the invoices easier to review and use. She stated that the double numbering is confusing. Alan Putinsky stated that the double invoicing is a result of the accounting system being segregated into Parsons Major Projects Division (MPD) and Consulting Division which merged to become Parsons Engineering Science. Ms. Atchinson also requested that Parsons ES check each WBS element to ensure that they add properly on the invoice.

Andy Ledford stated that there would be a weekly conference call to discuss the financial status of the ongoing projects as well as a schedule status. It was recommended that the conference call occur on Monday mornings.

Andy Ledford also requested that the weekly status report be modified to include a list of the personnel who charged to the project including their hours and the scope of service. Phil Nixon indicated that the weekly status report addresses the currently weeks activities, but could only present the past weeks financial status since time cards are submitted on Fridays. Andy Ledford understood the accounting systems need to be a week behind.